



Guideline for the preparation of a written paper

The written work consists, roughly structured, of an introduction, a main part, a conclusion and a bibliography.

Cover page: see next page

Table of contents: Coherent, orderly and meaningful outline.

Introduction: Question and aim of the paper, description of the methodological approach, if applicable, theoretical self-positioning, overview of the paper.

Main section: discussion of the chosen topic (analysis, interpretation, discussion)

Conclusion: Summary, evaluation, personal statement if necessary, outlook.

Bibliography or list of sources: All sources cited in the text must be listed alphabetically in the bibliography.(films, online sources, music, pictures, etc.). A complete entry must also be made for internet sources (only the URL is not sufficient). The usual citation methods should be used; if necessary, ask the lecturer about the preferred citation method and follow the information sheets.

List of figures: As with text citations, the same applies to images and graphics in the text: The source of the illustration used must always be stated in the list of illustrations. in tabular form according to the following scheme: Figure number, page, figure/photo: name of the author/ photographer (if known), from: Source citation (as for quotations). For information physical objects such as paintings, sculptures, etc., information on the material and size size, i.e.: artist / title / material / size (height x width) / year / location.

Citation: All data (theses, arguments, trains of thought, examples, etc.) that are borrowed from other sources must be marked as "foreign", i.e. not your own thoughts; even if they are not taken over word for word. The source references are placed after the after the citation in the body text of the paper. Depending on the citation method, either as a footnote or in brackets. Please stick to one citation method.

Layout: Page: DIN A4 portrait format
Margins: left and right 2.5 - 3 cm, top and bottom 2 - 2.5 cm.
Pages are numbered, without page number on the cover page.
Font size: 12 point
Line spacing: 1.5